

Kentucky Forms Management

Changes in the Spell Check Feature

As of Monday, February 28, 2000 the spell check feature was removed from all forms supported by the KFM Program. This is a third-party software we had added to our OneForm package that allowed users the benefit of spell check.

We were trying to remove the gray screen that appears when you open a form and counts down from ten before the form will open completely. In doing so, we ran into other software problems and have decided to remove spell check until they can provide us with a workable solution.

Again, we would like to stress this is not a problem with our OneForms software, but the third-party spell check package.

Please be sure to carefully read all information provided below:

- **How will this affect the forms you have already downloaded and are currently using?** The removal of spell check from the forms will not make any changes in the forms you currently have downloaded on your PC/server if you do not download and overwrite the forms (executable files) you now have. BUT, you will still have the gray screen on all forms currently on your PC/server.
- **How do you get rid of the gray screen that appears on the forms you currently have downloaded to your PC/server?** You must download and overwrite the existing forms (executable files) you have on your PC/server with the new versions published to the web sites (the E-Forms Libraries web pages) on February 28, 2000.
- **If you decide to download and overwrite your existing forms (executable files), DO NOT uninstall your current version of spell check at this time.** Until instructed otherwise, we ask all users not to uninstall their spell check from their PC. If everyone addresses the "lame-duck" spell check in the same manner, when we do get the fix to our spell check problem, it will be easier to distribute one set of instructions for the "fix" process.
- **It is not a problem if you choose to maintain the forms already resident within your PC/server that contains the spell check feature.**
- **However, please remember all forms now published** in the Kentucky Forms Management InterNet E-Forms Library and the Kentucky Forms Management Intranet E-Forms Library **have had spell check removed** and republished to the appropriate web site.
- **Once a workable solution is found, the forms will be republished with spell check (you would be notified via e-mail).**

For step-by-step instructions in downloading and overwriting your existing forms (executable files), go to [Instructions for Downloading and Overwriting Existing Executable Files](#)

Should you have any questions, please feel free to contact Gary Hampton (Gary. Hampton@ky.gov) at 502-564-2670.

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Instructions: Downloading & Overwriting Existing Files

- At the appropriate E-Forms Library, locate the form you wish to download;
- Double click on the form executable file name (.EXE) link (second column from the right and the text is underlined);
- When you double click on the link, a dialog box will appear;
- It will ask if you want to "Run this program from its current location" or "Save this program to disk";
- Click on **Save this program to disk** (referring to your hard drive or server and not necessarily a floppy disk);
- Click on OK.
- Your SAVE AS dialog box will appear;
- Make sure you are saving this file in your KFM folder (or where your current executable file resides). At the top menu of your SAVE AS dialog box, you will see SAVE IN and then a text box to the right...make sure KFM (or the appropriate folder name) is in the text box;
- Click SAVE
- When you click SAVE, you should get the message **"(File name) This file already exists. Replace existing file?"**
- Click YES.

If you do not get the prompt that the file already exists, do you want to replace the file, it means the current file you had resident on your PC does not reside in the KFM folder (or the folder you are downloading the new version to).

If you need to find where your existing file resides:

- Click on your START button;
- Slide up and click on FIND;
- Then slide to the right and click on FILES OR FOLDERS;
- When the dialog box appears, carefully type the executable file name in the "NAMED" text box;
- Make sure the drive where your KFM folder is located is in "LOOK IN" text box;
- Then click FIND NOW
- If the file resides within the directory you are searching, the file name and the file path will appear in the large text box in the bottom of the FIND dialog box.

Should you have any questions, please feel free to contact Gary Hampton (gary.hampton@ky.gov) at 502-564-2670.